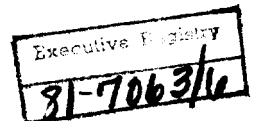
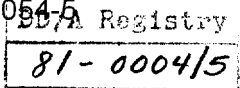


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22 MAY 1981

MEMORANDUM FOR: Director of Central Intelligence  
VIA: Deputy Director of Central Intelligence  
FROM: Harry E. Fitzwater  
Deputy Director for Administration  
SUBJECT: Recommendation A2 of Inspector General  
Report on the Office of Medical Services

Attached is the proposed policy statement on the Agency Alcohol Program which has been coordinated with the Office of Medical Services.



HARRY E. FITZWATER

STAT

Attachment

**TAB**

### Alcohol Program Policy

Alcoholism, or alcohol abuse, is a treatable disease which exists when the use of alcohol interferes with an individual's work performance, health or dependability. It is the policy of the CIA to provide assistance, through the Agency Alcohol Program, to all employees and their immediate family members who develop this illness. With the full cooperation of the employee and management, the Agency Alcohol Program can restore most afflicted individuals to optimal performance levels.

Employees who suspect that they or a family member might have an alcohol problem, even in the early stages, are encouraged to seek Alcohol Program assistance voluntarily. Supervisors also may refer employees to the Alcohol Program as one means of dealing with job performance or conduct problems.

The identity of individuals who voluntarily refer themselves to the Program will be protected. While this policy does not excuse afflicted employees from responsibility for their actions under existing Agency regulations, management is charged with ensuring that employees will not have job security or promotional opportunities jeopardized solely because they avail themselves of Alcohol Program assistance.

Supervisors remain responsible for monitoring employees' performance and conduct, and although the Alcohol Program offers an alternative to discipline, supervisory referral does not preclude the possibility of disciplinary action.